

DATE _____

WellCast

Day Planner



Step 1

Record

WRITE DOWN EVERYTHING YOU DO. YES, WE MEAN EVERYTHING.

7:00 _____	2:00 _____
8:00 _____	3:00 _____
9:00 _____	4:00 _____
10:00 _____	5:00 _____
11:00 _____	6:00 _____
12:00 _____	7:00 _____
1:00 _____	8:00 _____

Step 2

Analyze

PICK YOUR FIVE BIGGEST
TIME WASTERS, AND
ADD UP THE TIME.

TIME WASTERS	TIME
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
	+ _____

Step 3

Change

GET THAT TIME BACK!
LIST YOUR PRIORITIES AND
RANK THEM IN ORDER
OF IMPORTANCE.

1. _____
2. _____
3. _____
4. _____
5. _____

